

# 2015 Instructor Certifications

New Mexico Department of Public Safety  
Training and Recruiting Division

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# Objectives

By the end of the course, the student will identify:

- Form numbers required to become certified per NMLEA.
- The steps in the certification process.
- The necessary documentation to accompany certification forms.
- The minimum standards to receive an Instructor Certification.



# The Function of Instructor Certs.

- Attests to your training.
- Certifies that you have been educated on how to instruct others.
- Helps NMLEA update your file.





## 3 Types of Instructor Certifications

1. General Instructor
2. Professional Lecturer
3. Master Instructor



# General Instructor Certification

- Only for certified Law Enforcement or Radio Dispatchers.
- Must have 3 years of experience (This can be waived).
- Must take an Instructor Training or Development course.
- Certifications are valid for 4 years.
  - DWI/SFST and TASER are only valid for 2 years .
- Attach copies of your course certificates to the back of the application.





# Professional Lecturer Certification

- Only for Civilian personnel or officers who are no longer active.
- Must be properly licensed or certified in the field you wish to instruct (Can be waived if there is no licensing agency).
- Must have 1 year of practical experience.
- Must take an Instructor Training or Development course.
- Must be endorsed by chief or administrator of the department you wish to work for.
- Certifications are valid for 4 years.
- Provide proof of specialization and any related course certificates.



# Master Instructor Certification

- Only for Law Enforcement, Radio Dispatchers or Civilian Personnel.
  - Must have held a general instructor certification for one cycle in the same area as the request for master.
  - Certifications are valid for 4 years.
    - DWI/SFST and TASER are only valid for 2 years .
  - Attach copies of your course certificates to the back of the application.
- 
- Must complete an Instructor-Trainer Course , Train-the-Trainer or Master Instructor Course.
- OR
- All of the above including:
    - Documentation of additional training hours.
    - Providing rosters for at least 10 training classes in which you were a lead instructor.





# The New Mexico Administrative Code (NMAC)

- <http://164.64.110.239/nmac/parts/title10/10.029.0004.htm>
- Chapter 10, Title 29, Part 4





# Revocation

The Director may revoke or suspend an Instructor Certification if:

- Failed to meet minimum standards
- Displayed a lack of good moral character or unprofessional behavior.
- Lacked the ability to effectively communicate or instruct in the academy setting.
- Professional certification was suspended or revoked.



# Locating the Application

- <http://nmlea.dps.state.nm.us/>
- Click “LEA Forms & Documents”
- Under General Forms
- Click either
  - Instructor Certification Application (LEA-65)
  - DWI/SFST Instructor Certification Application (LEA 65-A)





# Tips For The Application

- Course completion certificates must have:
  - Date of completion
  - Number of Hours
  - Accreditation Number
  - Instructor Signature
- Include your full Social Security Number or Certification Number.
- Write legibly!

Note: Applications are processed the last week of the month



# Instructor Certification Application Form (LEA-65)



## INSTRUCTOR CERTIFICATION APPLICATION

**Please print or type all information.** If you are applying for more than one category of instructor certification, include all areas on one application.

<input type="checkbox"/> <b>Initial Application</b>		<b>Specialized:</b>	
<input type="checkbox"/> <b>Renewal Application</b>		<input type="checkbox"/> Specialized High Risk	<input type="checkbox"/> Specialized Technical
		<input type="checkbox"/> Professional Lecturer	<input type="checkbox"/> Master Instructor
<input type="checkbox"/> <b>General Instructor</b> (Only DPS certified law enforcement officer or telecommunicator)			
<b>I apply to be certified as:</b> Fill in the specialized subject category below. Use additional sheets if necessary.  _____ _____			
<b>Qualifications:</b> To determine qualifications for the different Instructor Certification levels, please consult the New Mexico Law Enforcement Academy Board Rules (10.29.4 NMAC). These rules can be found using the printed NMDPS Training & Recruiting Division Reference Guide that is provided to all law enforcement agencies or online at <a href="http://www.dps.nm.org/training/">http://www.dps.nm.org/training/</a> . In addition, if the applicant has questions about which level of Instructor Certification applies, they are encouraged to contact the DPS Training staff.			
<b>Applicant Name</b>			
Last First Middle Maiden			
SSN/DPS Cert#	<input type="checkbox"/> NMDPS Certified Law Enforcement Officer		<input type="checkbox"/> NMDPS Certified Telecommunicator
<b>Home Mailing Address</b>			
Street or PO Box		City	State Zip
Agency/Organization (if applicable)		Contact phone Number: _____ Email: _____	
I hereby certify the information contained in this application is true and correct. I understand I must follow the rules and regulations established by the Training Center in order to obtain credit for training courses I conduct. _____ _____			
Printed or Typed Name of Applicant		Applicant Signature	Date
I certify the applicant is responsible for conducting training for my department and recommend that an instructor certificate be issued. _____ _____			
Sponsoring Agency		Type or Print Name of Agency Head	Title
Agency Mailing Address		City	State Zip
Agency Telephone Number	Agency Head/Designee Signature		Date


INSTRUCTOR CERTIFICATION APPLICATION (page 1/2)

New Mexico Department of Public Safety Training Center  
 4491 Cerrillos Road, Santa Fe, New Mexico 87507  
 (505) 827-9251 — (877) 237-7532 (NM Only) — Fax: (505) 827-3449 —  
<http://nmlca.dps.state.nm.us/>

INSTRUCTOR CERTIFICATION APPLICATION (page 2/2)

EDUCATION	List all specialized training received in support of this application. <b>Copies of all certificates must be attached.</b>						
DATE (Mo/Year)	School Attended and Mailing Address (use additional sheets if necessary).						
TRAINING CONDUCTED	Use additional sheets if necessary						
Date(s)	Course Title and Location						
SPECIALIZED ASSIGNMENTS	Use additional sheets if necessary			ACADEMY EXPERIENCE		Use additional sheets if necessary	
Specialty	Years Experience	Total Cases Successfully Worked	Court Established Expert (Yes or No)	Basic Academy Instructor in Specialty Class #	Date(s)	Site/Location	Subject
example Burglary	2.5	131	Yes	NMLEA #125	10/92	Santa Fe	Burglary





# DWI/SFST Instructor Certification Application Form (LEA-65A)

## DWI/SFST INSTRUCTOR CERTIFICATION APPLICATION

Please print or type all information.

<b>Instructor Application</b> <input type="checkbox"/> Initial <input type="checkbox"/> Renewal	<b>Master Instructor Application</b> <input type="checkbox"/> Initial <input type="checkbox"/> Renewal	
<p><small>Qualifications: SFST Instructor certification and performance monitoring is conducted by the New Mexico DPS SFST Oversight Committee. SFST Instructor application for certification is reviewed by the SFST Oversight Committee. The Committee provides its recommendations to the NM DPS Law Enforcement Training Center for the initial and continued certification of an SFST Instructor.</small></p>		
<p><b>Initial Instructor Application</b></p> <p><b>Requirements:</b></p> <p><input type="checkbox"/> Be a certified law enforcement officer with patrol field experience of at least three (3) years utilizing the SFST.</p> <p><input type="checkbox"/> Attach certificate of completion of a NHTSA/IACP approved SFST Instructor/Train-the-trainer course.</p> <p><input type="checkbox"/> Attach certificate of completion of a eight (8) hour DWI/SFST Instructor Update Course where the SFST Instructor/Train-the-trainer course was completed more than two years prior to the date of application.</p> <p><input type="checkbox"/> Attach written documentation of the number of DWI arrests and/or convictions for the previous 12 month period.</p>		
<p><b>Renewal Instructor Application requirements</b></p> <p><input type="checkbox"/> Provide a written recommendation by a lead SFST instructor designated by the State SFST Coordinator, that the applicant has successfully completed two (2) apprentice courses in SFST for first time renewals.</p> <p><input type="checkbox"/> Thereafter, provide documentation of two SFST courses taught within the past two (2) years.</p> <p><input type="checkbox"/> Attach certificates of completion of two eight hour SFST Instructor Update Courses within the last two years.</p>		
<p><b>Initial Master Instructor Application</b></p> <p><b>Requirements:</b></p> <p><input type="checkbox"/> Attach all documentation per requirements for Master Instructor per 10.29.4.11 NMAC.</p> <p><input type="checkbox"/> Attach written documentation that at least two 24 hour Wet labs were conducted as primary instructor within the last four years.</p>		
<p><b>Renewal Master Instructor Application requirements:</b></p> <p><input type="checkbox"/> Attach written documentation that at least one 24 hour Wet lab was conducted as primary instructor within the last four years.</p>		
<p><b>Applicant Name</b></p> <p>Last _____ First _____ Middle _____ Maiden _____</p>		
SSN# _____	DOB: _____	NMDPS state Certification #: _____
<p><b>Home Mailing Address</b></p> <p>Street or PO Box _____ City _____ State _____ Zip _____</p>		
<p>Agency/Organization (if applicable) _____</p>		<p>Contact phone Number: _____</p> <p>Email: _____</p>
<p>I hereby certify the information contained in this application is true and correct. I understand I must follow the rules and regulations established by the Training Center in order to obtain credit for training courses I conduct.</p>		
Printed or Typed Name of Applicant _____	Applicant Signature _____	Date _____
<p>I certify the applicant is responsible for conducting training for my department and recommend that an instructor certificate be issued.</p>		
Sponsoring Agency _____	Type or Print Name of Agency Head _____	Title _____
Agency Mailing Address _____	City _____	State _____ Zip _____
Agency Telephone Number _____	Agency Head/Designee Signature _____	Date _____



Initial Instructor Certification		
1. Is applicant a certified law enforcement officer with patrol field experience of at least three (3) years utilizing the SFST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Written documentation of the number of DWI arrests and/or convictions for the previous 12 month period attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Has applicant successfully completed the NHTSA/IACP approved SFST Instructor/Train-the-trainer course? (certificate must be attached) If yes, when:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has applicant completed a eight (8) hour DWI/SFST Instructor Update Course where the SFST Instructor/Train-the-trainer course was completed more than two years prior to the date of this instructor application? (certificate must be attached)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. <b>(Master Instructor Only)</b> All documentation required under 10.29.4.11 NMAC for Master Instructor certification has been attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. <b>(Master Instructor Only)</b> Written documentation that at least two 24 hour Wet labs were conducted as primary instructor within the last four years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Instructor Renewal		
1. Written recommendation by a lead SFST instructor designated by the State SFST Coordinator, that the applicant has successfully completed two (2) apprentice courses in SFST? (must be attached for first time renewals)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. (Subsequent Renewals) Two SFST courses taught within the past two (2) years? (documentation must be attached.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Two (2) Eight (8) hour SFST Instructor Update Courses within the last two years? (certificates must be attached.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. <b>(Master Instructor Only)</b> Written documentation that at least one 24 hour Wet lab was conducted as primary instructor within the last four years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
COMMITTEE RECOMMENDATION		
<input type="checkbox"/> Request approved by Committee <input type="checkbox"/> Request denied by Committee		
Comments:		
Committee member <input type="checkbox"/> email approval or Signature:	Committee member <input type="checkbox"/> email approval or Signature:	Committee member <input type="checkbox"/> email approval or Signature:
Committee member <input type="checkbox"/> email approval or Signature:	Committee member <input type="checkbox"/> email approval or Signature:	Committee member <input type="checkbox"/> email approval or Signature:
Committee member <input type="checkbox"/> email approval or Signature:	Committee member <input type="checkbox"/> email approval or Signature:	Committee member <input type="checkbox"/> email approval or Signature:
<input type="checkbox"/> Request approved by Committee Chairpersons:		
(Print Names): _____		
<input type="checkbox"/> Request denied by Committee Chairpersons:		
Explanation:		
TSB DWI/SFST State Coordinator Co-chair:		DPS NMLEA Co-chair:
_____ Signature		_____ Signature

Mail Packet to: **Safer New Mexico Now**  
**9400 Holly Avenue NE, Suite 201**  
**Albuquerque, NM 87122**  
**Attention: New Mexico Law Enforcement Training Program Coordinator**

# Questions

